



Department of Defense INSTRUCTION

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September 29, 1993
NUMBER 1320.7

ASD(HA)

SUBJECT: Grades, Promotion Policies, Age, and Authorized Strengths in Grade for Medical and Dental Officers

References: (a) DoD Directive 1320.7, "Grades, Promotion Policies, and Authorized Strengths in Grade for Medical and Dental Officers," July 27, 1981 (canceled)
(b) Title 10, United States Code
(c) DoD Directive 1300.4, "Interservice Transfer of Commissioned Officers," April 2, 1984
(d) DoD Directive 1320.12, "Defense Officer Promotion Program," February 4, 1992

A. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to update policy, responsibilities, and procedures for the following guidance to the Military Departments for medical and dental officers of both the active and Reserve components under sections 523, 533, 591, 619, 689, 741, 1251, 3353, 3359, 3855, 5600, 5665, 6392, 3353, 8359, and 8855 of reference (b).

1. Service creditable for appointment, designation, or assignment as a regular or reserve medical or dental officer.
2. Entry grade.
3. Promotions to grades below brigadier general or rear admiral (lower half).
4. Maximum age for appointment and retention of medical and dental officers.
5. Authorized active duty end strengths in grades below brigadier general or rear admiral (lower half).

B. APPLICABILITY AND SCOPE

This Instruction:

1. Applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, the Inspector General of the Department of Defense, the Uniformed Services University of the Health Sciences (USUHS), the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as the "DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

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2. Does not apply to inter-service transfers under 10 U.S.C. 716 (reference (b)) (see DoD Directive 1300.4 (reference (c))).

C. DEFINITIONS

Terms used in this Instruction are defined in enclosure 1.

D. POLICY

It is DoD policy that:

1. The award of Service credit to any person being appointed, assigned, or designated as a medical or dental officer be equitably determined.

2. Medical and dental officers be granted promotion opportunity, eligibility, and timing in accordance with sections 523, 533, 591, 619, 3353, 3359, 5600, 5665, 6392, 8353, and 8359 of 10 U.S.C. (reference (b)) and this Instruction.

3. Medical and dental officers be eligible for appointment and retention in accordance with sections 591, 689, 741, 1251, 3855, 6392, and 8855 of 10 U.S.C. (reference (b)) and this Instruction.

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Health Affairs) shall:

a. Modify or supplement this Instruction, as appropriate.

b. Conduct an annual survey to verify:

(1) The preprofessional education required by a majority of professional schools in each of the professions covered by this Instruction.

(2) The preprofessional education obtained by students entering professional schools that year.

(3) The normal length of time required to obtain the medical, osteopathic, or dental degree.

c. Provide the Military Departments the results of the annual survey.

2. The Secretaries of the Military Departments shall:

a. Administer the policies in section D., above.

b. Recommend policy changes to this Instruction to the Assistant Secretary of Defense (Health Affairs) (ASD(HA)).

c. Maintain written justification for each waiver granted for maximum entry grade credit.

F. PROCEDURES

1. Entry Grade Credit. A prospective medical or dental officer's entry grade and rank within grade shall be determined by the number of years of entry grade credit awarded on original appointment, designation, or assignment as a medical or dental officer. The entry grade credit to be awarded shall equal the sum of constructive Service credit and prior active commissioned Service credit, except in cases where the total exceeds the maximum credit allowed, as stated in paragraph F.1.c., below. A period of time shall be counted only once when computing entry grade credit, and qualifying periods of less than 1 full year shall be proportionately credited to the nearest day, except where noted otherwise.

a. Prior Active Commissioned Service Credit. Credit for prior Service as a commissioned officer (other than as a commissioned warrant officer) shall be granted to recognize previous military experience, while maintaining cognizance of the level of professional (technical) expertise. Credit shall be in accordance with the following table:

<u>Qualification</u>	<u>Credit</u>
(1) Commissioned Service in an active status or on active duty as a medical or dental officer in any of the Uniformed Services.	1 year for each year
(2) Commissioned Service in an active status or on active duty in a specialty other than as a medical or dental officer in any of the Uniformed Services.	1/2 year for each year
(3) Commissioned Service in an active status or on active duty while participating in a program leading to an appointment as a medical or dental officer (not to exceed the normal length of the professional education). An officer who completes the medical, osteopathic, or dental program in an active status or on active duty, in less than the number of years normally required to complete such education, may also be granted constructive Service credit in the amount of the difference between the officer's Service in an active status or on active duty, and the amount of time normally required to complete the program. The amount of credit granted shall be based on the number of years (to the nearest year) normally required to complete the advanced education program.	1 year for each year

b. Constructive Service Credit. The purpose of constructive

Service credit is to provide grade and date of rank comparability for a person who begins commissioned Service after obtaining the additional education, training, or experience required for appointment, designation, or assignment as an officer in a professional field relative to a contemporary who began commissioned Service immediately after obtaining a baccalaureate degree. Constructive Service credit shall be determined in accordance with the following guidelines:

(1) Periods of time spent in an active status or on active duty as a commissioned officer may not be counted when computing constructive Service credit; except the Secretary of the Military Department concerned may award constructive Service credit for medical, osteopathic, or dental degrees when the officer completes the degree in an active status or while on active duty in less than the number of years normally required to complete such degree. Credit may be granted only to the extent that the period of time normally required to complete the medical, osteopathic, or dental degree exceeds the actual number of years in which the officer obtained such degree while a commissioned officer in an active status or on active duty.

(2) The number of years creditable shall be specified in the following table:

<u>Qualification</u>	<u>Credit</u>
(a) One year of constructive Service credit shall be granted for each year of medical, osteopathic, or dental education beyond the baccalaureate degree level. That credit may not exceed the number of years of post-secondary education in excess of 4 that are required by a majority of schools awarding degrees in that professional field. Additional credit of 1 year for medical, osteopathic, or dental education shall be granted if the number of years of baccalaureate education completed by 75 percent of the students entering advanced training in that health profession exceeds, by 1 or more, the minimum number of years of preprofessional education required by a majority of institutions that award degrees in that health profession. The percentage of such persons shall be computed on an annual basis for each health profession from the data for the year in which the person being appointed, designated, or assigned was admitted to a professional school. A person may not receive that 1 year of additional credit if the amount of his or her baccalaureate education does not exceed by 1 year or more, the minimum number of years of preprofessional education required by a majority of institutions awarding degrees in that health profession.	1 year for each year

<u>Qualification</u>	<u>Credit</u>
ship. (b) Successful completion of intern-	1 year
(c) Successful completion of graduate medical education in a specialty required by the Armed Forces, approved by the American Medical Association, or the American Osteopathic Association, and creditable toward certification by an American Specialty Board.	1 year for each year (or school year)
(d) Successful completion of approved graduate or postgraduate education, after graduation from dental school, in dentistry, or in the specialty to which assigned or detailed, and creditable toward specialty board certification.	1 year for each year (or school year)
(e) Credit for advanced education, besides primary specialty training, that contributes directly to performance in anticipated duty position, based on full-time equivalent education up to 2 years for a master's degree in any field listed in enclosure 2, or up to 3 years for a doctorate in any field listed in enclosure 2. Credit for the master's degree may not be added to credit for the doctorate degree. No additional credit may be given for more than one degree in a single field. An advanced degree may be earned prior to, or following, but not concurrently with the primary credential (i.e., medical, osteopathic, or dental). A period of time shall be counted only once.	1 year for each year (or school year), limited by level of degree attained
(f) Additional credit in unusual cases, based on special education or experience, can be granted by the Secretary of the Military Department, or designee. That additional credit applies only to individuals who have an experience level, needed by the Military Department concerned, that uniquely distinguishes them from the normal qualifications required for appointment as a commissioned officer. Maximum credit for experience (see subparagraph F.1.b.(4)(g), below) must be earned before earning any experience credit under this paragraph.	1 year for each year of special education or experience
(g) Experience, not otherwise credited, as a practicing physician or dentist after graduation from medical, osteopathic, or dental school. Except in unusual cases, no credit may be	1/2 year for each year of experience up to a maximum of 3 years of credit

Qualification

Credit

given for practice outside the United States, District of Columbia, Puerto Rico, or Canada.

c. Maximum Entry Grade Credit. The total entry grade credit granted shall be limited to 14 years, unless waived by the Secretary of the Military Department, or designee, in the following situations when:

(1) A manning shortfall exists in the specialty to which the officer will be assigned or detailed.

(2) Serious inequities for the medical or dental officer would otherwise result.

d. Waiver. Records of all maximum entry grade waivers granted shall be maintained in accordance with subsection E.2., above.

e. Service Academy Graduates. Graduates of the Service academies may not receive credit under paragraphs F.1.a. or F.1.b., above, for Service performed, or education, training, or experience obtained before graduation from the academy concerned.

2. Entry Grade.

a. A physician or dentist who is originally appointed as a Reserve officer of the Army or the Air Force and is a former commissioned officer (physician or dentist, only) may be appointed in the reserve grade equivalent to the grade held by that person when discharged or separated. The person may also be credited with time in that grade for promotion purposes equal to the time in grade held by that person when discharged or separated.

b. Reserve component officers of the Army and the Air Force called to active duty (inclusion on the active duty list) shall be called in their Reserve grade, unless entitled to a higher grade under this Instruction. When calling a Reserve component officer to active duty, the Secretary of the Military department concerned, may change the officer's date of rank to a later date, to reflect such officer's qualifications and experience, in accordance with section 741 of 10 U.S.C. (reference (b)).

3. Determination of Entry Grade. Except as outlined in paragraphs F.2.a. and F.2.b., above, a prospective medical or dental officer shall be appointed in a grade determined on the basis of total entry grade credit awarded. The following table provides minimum entry grade credit required for appointment in grades O-3 through O-6 in the Army and Air Force. Entry grade for Medical and Dental officers of the Naval Reserve will be as specified in section 5665 of 10 U.S.C. (reference (b)).

Minimum Years of Entry Grade Credit

Entry Grade	Active Duty Physicians and Dentists	Reserve Physicians Army and Air Force	Reserve Dentists Army and Air Force
0-3	4	4	7
0-4	10	14	14
0-5	16	21	21
0-6	22	23	23

Officers may be awarded the requisite entry grade credit for grades 0-5 and 0-6 only with the permission of the Secretary or Assistant Secretary of the Military Department (see paragraph F.1.c., above), and persons with 23 years of credit may be appointed as 0-5s or 0-6s, as determined by the Secretary concerned.

4. Date of Rank. Entry grade credit in excess of the minimum years of entry grade credit required to establish a specific grade (but less than the amount necessary to justify the next higher grade) shall be used to adjust the date of rank in the entry grade. Paragraph F.1.c., above applies.

5. Promotions to the Next Higher Grade. The Secretary of the Military Department concerned shall convene selection boards to consider active duty list medical and dental officers for promotion. Promotion eligibility, timing, and opportunity shall be determined in accordance with Chapter 36 of 10 U.S.C., and DoD Directive 1320.12 (reference (b) and (d)). Since medical and dental officers are excluded in computing and determining authorized strengths in grade above 0-3, the promotion timing and effective date shall be determined by comparing the officer's years of Service in grade, based on date of rank, to the time in grade promotion phase points of six (equates to 6 years time in grade), for promotion to grades 0-4 through 0-6.

6. Age.

a. In prescribing age qualification for appointment as a Reserve officer, the Secretary concerned shall not prescribe a maximum age qualification of less than 47 years of age for the initial appointment of a person who will serve as a medical or dental officer, in a specialty designated by the Secretary concerned as "critically needed in wartime," in accordance with section 591 of reference (b).

b. In accordance with sections 3855, 6392, and 8855 of reference (b), a medical or dental officer serving as a Reserve officer may, with the officer's consent, be retained in an active status by the Secretary concerned to fill a mission-based requirement until the officer's 68th birthday. The Secretary concerned may retain the officer in an active status beyond age 68, if it is determined that continued retention is necessary for the needs of the Service. An Army or an Air Force officer in the Reserve grade of 0-4, and below, who has been non-selected for promotion by two selection boards (10 U.S.C. 3366, 3367, and 8368, reference (b)) for promotion to the next higher grade may not be retained under this paragraph, except to complete

required Service (Section 1005 of reference (b)), or to complete 20 years of Service, if the officer has more than 18, but less than 20, years of Service (Section 1006 of reference (b)).

c. The Secretary concerned may defer the retirement of a regular officer, serving as a medical or dental officer, until the first day of the month following the month in which the officer becomes 68 years of age, if during the period of deferment the officer will be performing duties consisting primarily of providing patient care or other clinical duties. If the Secretary concerned determines that continued retention is necessary for the needs of the Service, the Secretary may retain the officer beyond age 68. Such an extension shall be on a case-by-case basis and shall be for such period as the Secretary considers appropriate.

7. Authorized Strengths for Medical and Dental Officers.

The authorized strengths of the Military Departments for medical and dental officers on active duty in grades below brigadier general and rear admiral (lower half) shall be based on the needs of those Military Departments, as determined by their respective Secretaries, in accordance with policies prescribed by the ASD(HA).

G. EFFECTIVE DATE

This Instruction is effective immediately.



Edward D. Martin, M.D.
Acting Assistant Secretary of Defense
(Health Affairs)

Enclosures - 2

1. Definitions
2. Credit for Advanced Education

DEFINITIONS

1. Active Duty. Full-time duty in the active Military Service of the United States. It includes full-time training duty, annual training duty, and attendance, while in the active Military Service, at a school designated as a "Service school" by law or by the Secretary of the Military Department concerned. It does not include full-time National Guard duty.
2. Active Duty List. A single list for the Army, the Navy, the Air Force, or the Marine Corps (required to be maintained under 10 U.S.C. 620 (reference (b))) that contains the names of all officers of that Armed Force, other than the officers described in Section 641 of reference (b), who are serving on active duty.
3. Active Status. The status of a Reserve commissioned officer, other than a commissioned warrant officer, who is not in the inactive Army National Guard or the Air National Guard, on an inactive status list, or in the Retired Reserve.
4. Competitive Category. A separate promotion category established by the Secretary of a Military Department, under 10 U.S.C. 621 (reference (b)) for specific groups of officers whose specialized education, training, or experience, and often rather narrow utilization, make separate career management desirable.
5. Promotion Opportunity. The cumulative opportunity for selection for promotion of officers who have competed for promotion to the next higher grade.
6. Promotion Phase Point. The timing of promotions to a grade by the length of time an officer will have served (as calculated from the officer's date of rank) in the next lower grade at the time of promotion to the higher grade.
7. Promotion Timing. The number of years of active commissioned Service plus entry grade credit at which officers are promoted to a particular grade.
8. Selection Board. A board of commissioned officers convened under reference (b) to evaluate and recommend qualified officers for promotion to a higher grade.
9. Uniformed Service. Includes those officers in any Armed Force, the National Oceanic and Atmospheric Administration, or the Public Health Service.

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CREDIT FOR ADVANCED EDUCATION

Credit for advanced education may be granted to officers who have earned master's or doctorate degrees in the following specialties (see subparagraph F.1.b.(4) in the main body of this Instruction).

- A. Medical laboratory sciences.
- B. Bacteriology.
- C. Biochemistry.
- D. Parasitology.
- E. Immunology.
- F. Clinical laboratory science.
- G. Physiology.
- H. Virology.
- I. Microbiology.
- J. Medical entomology.
- K. Nuclear medical science.
- L. Anatomy.
- M. Public health.
- N. Environmental health.
- O. Basic science.
- P. Education.
- Q. Hospital administration.
- R. Business administration in health care.
- S. Public health administration
- T. Other specialties, when approved on a case-by-case basis
by the Secretary of the Military Department concerned, or designee.